

Guidelines for the Clayton High School SAT Administration Saturday, November 7, 2020

Check in

1. Students need to arrive no later than 7:45 am to Clayton High School. We will not check in any students prior to 7:45 am. The school address is **55A Pop Kramer Blvd, Clayton NJ 08312**.
2. Students will check in at high school main entrance.
3. Student's will not be allowed to check in without a mask.
4. You **MUST** have a photo id in order to enter the building. Upon check in, you will be asked to briefly pull your mask down to be identified.
5. Six foot social distancing must be maintained at all times during check in.
6. Temperature will be taken at check in and recorded. **If your temperature is 100.4 or above you will not be allowed to enter the building**
7. Students entering the building will be given a short survey and **MUST** answer the following 5 questions:
 - **In the past 14 days, you have not come into close contact (within 6 feet) with someone who has a positive covid-19 test or is presumed to have covid-19**
 - **You do not have covid-19 or reason to believe you have covid-19. Symptoms of covid-19 include cough, fever, chills, muscle pain, shortness of breath or difficulty breathing, sore throat, new loss of taste or smell**
 - **To your knowledge, you are not violating any travel restrictions or quarantining requirements**

- **You agree to wear a mask the entire time you're at this test site and follow instructions from testing staff**
- **We have taken measures to help create a safe testing environment; however, it isn't possible to entirely remove the risk of covid-19 exposure. By entering the testing room, you are accepting that risk**

Any student who does not agree affirmatively to all of these 5 survey questions will be denied entry into the building. **If you cannot answer affirmatively to these 5 questions please DO NOT report to Clayton High School and contact Collegeboard for rescheduling options.**

Entering the building

1. You **MUST** wear a mask at all times.
2. You **MUST** maintain social distancing (six feet apart) in the building.
3. Upon entering the building students must report directly to their testing rooms. Staff will be available in the building to help non-Clayton students with directions
4. You will be asked to present your photo ID at the testing room in order to be permitted entrance to the room. As at check in, you will pull your mask down for identification purposes.
5. You will be asked to sanitize your hands before entering the room.
6. **No food will be allowed in the building.** You will only be allowed to bring drinks to consume during breaks. If this presents a problem please contact Collegeboard regarding test rescheduling

In the Testing Room

1. You **MUST** wear your mask at all times.
2. All cell phones will be collected and stored in the room until the conclusion of testing. Students will be provided with a small plastic bag to put their phone in before it is collected.
3. There will be no more than 12 students in a room. This allows us to maintain social distancing (six feet apart) during testing
4. Students will only be permitted to leave the testing room during breaks for restroom use. **All other break time will be spent in the testing room. Drinks only** may be consumed on breaks in the testing room while standing behind their desks away from test materials.
5. Only **one person** will be allowed in the restrooms at a time. While waiting for restroom use, you **MUST** maintain social distancing (six feet apart). Note: Break times have been extended by Collegeboard to allow for social distancing protocols.

When Testing is Finished

1. Students must immediately leave the building when testing has concluded.
2. Masks must be worn until the student exits the building.
3. We anticipate testing may take a bit longer due to new check in protocols, extended breaks, etc. Please be flexible in regarding pick up time of students testing.